

**Executive Committee  
Meeting Agenda  
Wednesday, March 9, 2016 - 8:15 a.m.  
Waukegan Job Center, 1 N. Genesee Street, Waukegan, IL**

**I. Call to Order**

**II. Approval of minutes**

**III. Public Comment**

**IV. Chairman's Report**

**V. Old Business**

**VI. New Business**

**1. Board By-Law Amendments**

- DCEO reviewed the modified By-Laws as approved in January and indicated that two (2) additional modifications are needed.
  - An individual representing Higher Education may not also represent Adult Education; and
  - Additional wording to ensure active participation by Board Members.
- Proposed modifications are attached and would be presented for adoption at the March Board meeting.

**2. Youth Eligibility Policy**

- The Workforce Innovation and Opportunity Act makes changes to the eligibility requirements for in-school and out-of-school youth participants.
- Local workforce boards may define certain eligibility parameters in local policy, as long as those parameters are reasonable and documentable.
- The proposed policy sets standards for how to determine if a youth lives in a "high poverty area" and "requires additional assistance."
- The proposed policy is attached. A summary of the percentage of students in each high school district in Lake County for the most recent school year is attached.

**3. Recommendation for 2016 – 2017 WIOA Youth Services Contracts**

- The review team for the WIOA Youth Services RFP included representatives from the Lake County Workforce Development, Lake County Workforce Development Board and Lake County Youth Council.
- Based on the criteria set forth in the RFP and the results of that review process, at the direction of the committee, staff conducted initial negotiations with a selection of proposers and recommends authorization for the Workforce Development Department enter into contracts with the attached list of proposers for the programs as described.

**4. Budget modification to move Adult training funds to Work Based Training line items**

- Staff is seeking authorization for a budget modification to move \$105,000 of Adult funds from ITAs to work based training line items.

- One new line item, Incumbent Worker Training, is proposed.
- Details on the proposed modifications are included in the agenda.

## **VII. National Association of Workforce Boards**

5. Update from NAWB Board Member Dempsey

## **VIII. Staff Report**

6. Review of Monthly Expenditure Report
  - The latest monthly report will be reviewed with the Committee.
7. WIOA Local Four-Year Plan Discussion
  - Staff has been working with TEC Services Consulting on development of the draft Local Plan.
  - The Committee will be updated on progress to date and activities that will be undertaken in the coming weeks.
  - Draft strategies that are under consideration for inclusion in the Plan will be distributed electronically prior to the meeting for discussion at the meeting.
8. WIOA Regional Plan Discussion
  - Workforce staff is participating in a DCEO led effort to develop a Regional Plan as required under WIOA.
  - Staff recently participated in a State-wide meeting with other regions as part of the Regional Plan development process.
  - An RFP has been distributed seeking proposals to write the Northeast Regional Plan.
  - Staff will update the Committee on this project and seek the Committee's input on strategies for possible incorporation.
9. Memorandum of Understanding Update
  - Staff will report on progress to date, as well as information recently received from the Illinois Workforce Innovation Board on development and submission of MOU materials to the State.
10. Summer Youth Employment Program (SYEP) 2016
  - Over 900 applications were received during the month of February.
  - Staff will be conducting the lottery for each community during the week of March 7 and will then begin processing students for eligibility the week of March 28 (Spring Break).
  - All of the private sector employers that acted as worksites during summer 2015 are returning and a few new employers will be added.

11. Other Discussion Items

## **IX. Next Regular Scheduled Meeting – April 13, 2016**

## **X. Adjournment**

**Executive Committee  
Meeting Agenda  
Wednesday, February 10, 2016 2015 - 8:15 a.m.  
Waukegan Job Center, 1 N. Genesee Street, Waukegan, IL**

**Present:** Tim Dempsey, J.A. Tony Figueroa, Jennifer Harris, Ed Melton, Todd Mundorf, Audrey Nixon, Bonnie Schirato, Jennifer Serino Stasch, Michael Stevens, Andrew Warrington

**Absent:** Greg Burns, Dennis Kessler, Jerry Weber

**Staff:** Gary Gibson, Bethany Williams, Demar Harris

**I. Call to Order**

Chair Schirato called the meeting to order at 8:14am.

**II. Approval of minutes**

There were no meeting minutes to approve.

**III. Public Comment**

None.

**IV. Chairman's Report**

None.

**V. Old Business**

None.

**VI. New Business**

1. Policy Amendments

- OJT Policy updates include aligning the policy with WIOA and removing process language.
- The Committee discussed the merits of removing the \$10,000 per person cap on OJT programs.
- Warrington made a motion to lift the \$10k cap, which was seconded by Member Harris and approved by a vote of the Committee.
- Member Stevens made a motion to approve the OJT policy as amended, which was seconded by Member Mundorf and approved by a vote of the Committee.
- Work Experience Policy changes included an increase the total number of hours from 500 to 1,000 and allowances for increased wages and hours for work experiences funded by special grants.
- Member Mundorf made a motion to approve the Work Experience Policy, which was seconded by Member Stevens and approved by a vote of the Committee.

**VII. National Association of Workforce Boards**

2. Update from NAWB Board Member Dempsey

- Member Dempsey shared that there are approximately 1,300 people attending the NAWB Forum in March.

## **VIII. Staff Report**

3. Update on Computer System Institute
  - Member Serino shared that Computer Systems Institute, which is based in Skokie, but has an office in Gurnee, has been notified by the U.S. Department of Education that they are no longer eligible to receive federal financial aid funds. They have also issued a WARN notice indicating that they will be closing their school. The federal and state government has asked for a “teach out” plan for their current students to make sure that they receive the training that they are supposed to consider.
  - Have nine individuals in training through ITAs at CSI. As of now, all are planning to stay to finish their training.
  - CSI has 8 individuals enrolled in their youth program. Four have completed. Four are enrolled. CSI will be delivering a “teach out” plan for those eight individuals.
4. Youth Services Request for Proposal Update
  - RFP responses are currently under review. The slate of programs will be ready for review at the March Youth Council, Executive Committee and Workforce Board meetings. Contracts will begin on July 1, 2016.
5. WIOA Local Four-Year Plan Update
  - A draft of the Local Plan is expected this week. Gary Gibson will be working with Lake County Partners to identify employers to participate in a focus group. Member Schirato will be asking for Board Members to participate in a review of the Draft Local Plan. Member Warrington has indicated his interest in participating in that group.
  - New draft guidance was released last week which indicates that local plans will be submitted with the regional plan and will be considered the tactical implementation plans to the regional plan.
6. Development of New Board Strategic Plan
  - Once the WIOA required planning is done, the Board will begin a strategic planning process to develop a set of tangible strategies and targets.
  - Member Warrington suggested that there be an assignment to the Board to identify their top 3-5 strategic priorities for the next few years to start framing the strategic planning process.
7. Memorandum of Understanding Update
  - The core partners have begun MOU discussions as part of the local planning discussions.
  - DOL has issued new guidance on MOUs. The first part of the MOU outlines how partners will continue to streamline services. The second part of the MOU is about infrastructure cost sharing. The current guidance is that infrastructure cost sharing might not need to be negotiated until 2017.

8. WIOA Regional Plan Update

- The regional partners include not just workforce, but also Adult Education, IDES and Vocational Rehabilitation services. The first draft of the regional plan should be available in late March.

9. Other Discussion Items

None.

**IX. Next Regular Scheduled Meeting – March 9, 2016**

**X. Adjournment**

Upon a motion to adjourn by Member Stevens, which was seconded by Member Dempsey and approved by a vote of the Board, the meeting adjourned at 9:31am.

## BY-LAW PROPOSED MODIFICATIONS

Amendment to Article III, Section 9

### **Section 9. Representation**

An organization which administers two or more of the programs carried out by the one-stop partners as outlined in WIOA Section, may be represented on the Board by a single individual. Said member shall only be entitled to one (1) vote on any issue. However, a representative of higher education may not simultaneously represent adult education and literacy activities under Title II of WIOA. The ICCB-approved Adult Education and Family Literacy representative, preferably the Project Director or the Project Coordinator, must have direct oversight of the adult education program.

Insert New Section Article III, Section 10 (renumber following sections accordingly)

### **Section 10. Participation**

To ensure Board members actively participate in board functions, each member will actively serve on a committee. The Executive Committee will survey the membership as to their interest and appoint members to the committees.

**Recommended Awards  
2016 – 2017 WIOA Youth Services**

<b>PROPOSER</b>	<b>PROGRAM TYPE</b>	<b>BUDGET</b>	<b># SERVED</b>	<b>\$/YOUTH</b>	<b>PROGRAM HIGHLIGHTS*</b>
Waukegan High School	In-School	\$74,995.95	17	\$4,411.76	The Shine Leadership Program includes programming to ensure that participants graduate high school, complete a 130 hour paid work experience with multiple placements, and are prepared to transition to college. The program includes 4 dual credit (high school/college) courses taught through the College of Lake County.
Zion Benton Township High School	In-School	\$74,998.15	20	\$3,749.91	The Jobs for Bees Program includes programming to ensure that participants graduate high school, complete a 180 hour paid work experience in a workplace within their desired career field, and are prepared to continue toward their identified career goal after high school.
Business & Career Services	Out-of-School	\$66,542.19	12	\$5,545.18	The Manufacturing Careers Internship Program includes manufacturing boot camp training, and 240 hours of paid work experience with area manufacturers.
First Institute Training & Management	Out-of-School	\$195,162.33	23	\$8,485.32	The FITM Medical Office Assistant Program includes FITM's certificate program, testing fees, and 100 hours of paid work experience at area medical and veterinary offices.
Waukegan High School	Out-of-School	\$194,267.19	30	\$6,475.57	The WHS Pharmacy Technician Program includes the certificate program at CLC, testing fees, customer services training, and 155 hours of paid work experience at area Walgreen's

					pharmacies.
YouthBuild Lake County	Out-of-School	\$109,348.78	25	\$4,373.95	The YouthBuild Program builds off of the existing U.S. Department of Labor YouthBuild construction model to offer expanded construction-related credentials and 125 hours of paid work experience at the YouthBuild construction sites and with area employers.
Youth Conservation Corps	Out-of-School	\$107,231.00	10	\$10,723.10	The YCC HVAC Program includes the HVAC/R certificate program at CLC, high school diploma instruction for those participants who have not completed their diploma, and a paid 151 hour work experience with local HVAC/R installation companies.
<b>TOTAL</b>		<b>\$822,549.59</b>	<b>137</b>	<b>\$6,004.01</b>	

\* All programs include the required WIOA program elements. Certain elements are highlighted here to reflect the diversity of program design.



## POLICY X: Youth Eligibility

### I. Background

- a. Under Workforce Innovation and Opportunity Act (WIOA) section 129(a)(1)(B), an out-of-school youth (OSY) is an individual who is:
  - i. Not attending any school as defined under state law, individuals attending Adult Education provided under Title II of WIOA, Youth Build or Job Corps are also classified as out-of-school youth;
  - ii. Not younger than age 16 or older than age 24 at the time of enrollment; and
  - iii. One or more of the following:
    - 1. A school dropout as defined by the state;
    - 2. Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter as defined by the school district and the applicable school based on the student's residence or assignment;
    - 3. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:
      - a. Basic skills deficient (20 CFR 681.290); or
      - b. An English language learner.
    - 4. Subject to the juvenile or adult justice system;
    - 5. Homeless, a homeless child or youth, a runaway, in foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement;
    - 6. Pregnant or parenting;
    - 7. An individual with a disability;
    - 8. A low-income individual requiring additional assistance to enter or complete an educational program to secure or hold employment.
- a. Under WIOA section 129(a)(1)(C), an in-school (ISY) is an individual who is:
  - iv. Attending school as defined under state law, including secondary and postsecondary school;
  - v. Not younger than age 14 or (unless an individual with a disability who is attending school under state law) older than age 21 at the time of enrollment;
  - vi. A low-income individual; and
  - vii. One or more of the following
    - 1. Basic skills deficient;
    - 2. An English language learner;
    - 3. An offender;
    - 4. A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible

for assistance under section 477 of the Social Security Act, or in an out-of-home placement;

5. An individual who is pregnant or parenting;
6. An individual with a disability;
7. An individual who requires additional assistance to complete an educational program or to secure or hold employment.

## II. Definitions

- a. According to WIOA, a youth living in a “high-poverty area” is automatically considered to be a low-income individual. For the purposes of establishing youth participant eligibility under WIOA, a youth living in a high-poverty area is a youth living in a high school district where more than 25% of the students are considered “low income” by the Illinois State Board of Education in their Illinois Report Card for the most recent year available.  
(<http://www.illinoisreportcard.com/>)
- b. A youth that requires additional assistance to enter or complete an educational program or to secure or hold employment is any youth who:
  - i. Has lost a parent or caregiver due to:
    1. Death,
    2. Divorce,
    3. Incarceration,
    4. Military deployment, or
    5. Other separation; or
  - ii. A youth that has been referred by their school to the Lake County Regional Office of Education’s Attendance and Truancy Division (ATD) due to poor attendance/truancy.

**Percentage of Low-Income Students by High School District in Lake County**  
**Source: Illinois Report Card, Illinois State Board of Education, 2014-2015**

<b>SCHOOL DISTRICT STUDENTS</b>	<b>PERCENTAGE OF LOW-INCOME</b>
Stevenson	0%
Antioch	21%
Barrington	21%
Deerfield	4%
Grant	37%
Grayslake Central	12%
Grayslake North	12%
Highland Park	17%
Lake Forest	4%
Lake Zurich	15%
Lakes	14%
Libertyville	5%
Mundelein	39%
New Tech Zion Benton	58%
North Chicago	83%
Round Lake	61%
Vernon Hills	13%
Warren	22%
Wauconda	31%
Waukegan	63%
Zion Benton Township	63%

## PROPOSED BUDGET MODIFICATION

WIOA Section 134 (d)(4) states the local board may reserve and use not more than 20 percent of the funds allocated to the local area, to pay for the Federal share of the cost of providing training through a training program for incumbent workers.

Workforce Development is requesting a modification to the current Adult Training Line Item Budget to establish a budget line item for incumbent worker training and increase other work-based learning budget line items.

### **Current WIOA PY'15 Adult Training Budget** and Expenditures/Obligations as of January 31, 2016

Line Item	Budget	Expenditures	Obligations	Total Balance
<u>Total Training</u>	<u>\$842,647</u>	<u>(\$366,003)</u>	<u>(\$79,933)</u>	<u>\$396,531</u>
<u>Direct Training</u>	<u>\$762,467</u>	<u>(\$302,951)</u>	<u>\$35,090</u>	<u>\$424,426</u>
ITAs	\$752,467	(\$295,816)	\$35,090	\$421,561
Supportive Services	\$10,000	(\$ 7,135)	\$0	\$ 2,865
<u>Work-Based Training</u>	<u>\$80,000</u>	<u>(\$63,053)</u>	<u>(\$44,843)</u>	<u>(\$27,896)</u>
On-the-Job Training	\$30,000	(\$ 3,690)	(\$28,343)	(\$ 2,033)
Work Experience	\$50,000	(\$59,363)	(\$16,500)	(\$25,863)

### **Modification Request**

Line Item	Current Budget	Modification Request	Total
<u>Total Training</u>	<u>\$842,647</u>		<u>\$842,647</u>
<u>Direct Training</u>	<u>\$762,467</u>	<u>-\$105,000</u>	<u>\$657,467</u>
ITAs	\$752,467	-\$105,000	\$647,467
Supportive Services	\$10,000	0	\$10,000
<u>Work-Based Training</u>	<u>\$80,000</u>	<u>+\$105,000</u>	<u>\$185,000</u>
On-the-Job Training	\$30,000	+\$10,000	\$40,000
Work Experience	\$50,000	+35,000	\$85,000
Incumbent Worker	0	+60,000	\$60,000

**Workforce Development Grant  
Expenditure Report**  
January 2016

<b>Workforce Innovation and Opportunity Act Grant</b>					January 2016
<b>Youth - Adult - Dislocated Worker</b>	<b>Cost Category</b>	<b>Allocation</b>	<b>Certified Costs</b>	<b>Obligations*</b>	<b>Percentage</b>
<b>PY'15 Grant (July 2015 - June 2017)</b>	Administration	479,342	24,108.86	-	0
	Youth	1,518,725	629,187.10	-	41.4%
	Adult	1,476,770	503,052.53	-	34.1%
	Dislocated Worker	1,318,594	579,119.13	-	43.9%
	<b>Total</b>	<b>4,793,431</b>	<b>1,735,468</b>	<b>-</b>	<b>36.2%</b>

<b>Workforce Investment Act Grant</b>					January 2016
<b>Youth - Adult - Dislocated Worker</b>	<b>Cost Category</b>	<b>Allocation</b>	<b>Certified Costs</b>	<b>Obligations*</b>	<b>Percentage</b>
<b>PY'14 Grant (July 2014 - June 2016)</b>	Administration	429,377	429,377.00	-	100.0%
	Youth	1,290,011	1,290,011.00	-	100.0%
	Adult	1,287,887	1,287,887.00	-	100.0%
	Dislocated Worker	1,254,309	1,254,309.00	-	100.0%
	2% Transition	32,200	-	-	0%
	<b>Total</b>	<b>4,293,784</b>	<b>4,261,584</b>	<b>-</b>	<b>99.3%</b>

<b>Trade Adjustment Act Grant</b>					January 2016
<b>TAA '14 (October 2015 - September 2016)</b>		<b>Budget</b>	<b>Certified Costs</b>	<b>Obligations*</b>	<b>Percentage</b>
		<b>398,410.72</b>	<b>206,815.61</b>	<b>-</b>	<b>51.9%</b>

<b>Trade Adjustment Act Grant</b>					Grant Closed
<b>Grant Closed September 30, 2015</b>		<b>Budget</b>	<b>Certified Costs</b>	<b>Obligations*</b>	<b>Percentage</b>

<u>1,029,257.74</u>	<u>1,029,257.74</u>	<u>-</u>	<u>100.0%</u>
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**Rapid Response Trade Case Management (WIA)**

CM'15 (October 2015 - June 2017)

January 2016

<u>Budget</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
<u>134,089.00</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>

**Rapid Response Trade Case Management (WIA)**

CM'14 Grant (November 2014 - June 2016)

January 2016

<u>Budget</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
<u>412,217.00</u>	<u>19,265.20</u>	<u>-</u>	<u>4.7%</u>

**Rapid Response Trade Case Management (WIA)**

CM'13 Grant (November 2013 - June 2016)

January 2016

<u>Budget</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
<u>228,532.55</u>	<u>198,586.94</u>	<u>-</u>	<u>86.9%</u>

**Dislocated Worker Rapid Response (WIA)**

RR'14 Grant (June 2015 - June 2016)

January 2016

<u>Budget</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
<u>210,650.00</u>	<u>134,252.01</u>	<u>-</u>	<u>63.7%</u>

**Dislocated Worker National Emergency Grant (WIA)**

Grant Closed December 31, 2015

Grant Closed

<u>Budget</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
<u>620,181.00</u>	<u>620,181.00</u>	<u>-</u>	<u>100.0%</u>

**Disability Employment Initiative Grant**

DEI'13 Grant (April 2014 - January 2017)

January 2016

<u>Budget</u>	<u>Certified Costs</u>	<u>Obligations*</u>	<u>Percentage</u>
<u>381,600.00</u>	<u>188,440.14</u>	<u>-</u>	<u>49.4%</u>

**Accelerated Training for Illinois Manufacturing**

Grant Closed August 31, 2015

Invoiced

<u>Budget</u>	<u>Expenditures</u>	<u>Obligations*</u>	<u>Percentage</u>
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<u>464,755.68</u>	<u>464,755.68</u>	<u>-</u>	<u>100.0%</u>
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**Incentive Funds (WIA)**

PY'13 Incentive (May

2015 - June 2016)

January 2016

Budget

Certified Costs

Percentage

27,745.00

12,941.58

46.6%

Certified costs for January 31, 2016 reported on  
February 20, 2016

\*Obligations are reported on a quarterly basis